



Agenda Item Number: 2004-11-4F

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: November 9, 2004

Department: Community Services Division - **Staff Contact:** Julie M. Baca, Deputy County Manager
Economic Development Community Services Division
Daniel Gutierrez, Economic Develop Coord.

TITLE: Southeast Heights Incubator

ACTION: Motion to authorize the County Manager to award, negotiate and execute the Contract Agreement with the successful Offeror for the implementation and operation of a small business incubator in the Southeast Heights.

SUMMARY:

On May 25, 2004, the Board approved FR 46-2004 accepting a Legislative appropriation in the amount of \$200,000 from the State of New Mexico Economic Development Department for the implementation and operation of a small business incubator in the Southeast Heights. On October 17, 2004, RFP #18-05-LS was issued to solicit a request for proposals for the small business incubator. The RFP submittal due date is November 3, 2004.

The Evaluation Committee's recommendation to the County Manager to select the successful Offeror will be made after the November 9th Board meeting. Staff recommends the Board approve this motion to expedite the commencement date of the Southeast Heights Incubator.

ATTACHMENTS:

1. Request for Proposals No. 18-05-LS

FISCAL IMPACT

\$200,000 from State Legislative Appropriation (BC07-480000-03NY) to Southeast Heights Incubator Account Number (BC07-588800-03NY).

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

Selection of a Contractor is the first step in the development of the Southeast Heights Incubator, which will provide services to support business creation, expansion, retention and attraction Southwest Albuquerque. Approval of this motion will enable the implementation of the program to commence upon selection of the contractor. I recommend Board approval. TL 11/2/04

DEPUTY COUNTY MANAGER FOR COMMUNITY SERVICES

Authorizing the County Manager to award, negotiate and execute the contract agreement with the selected Offeror will expedite the commencement date for the implementation and operation of the Southeast Heights Incubator. I recommend Board approval. Julie M. Baca 10/18/04

LEGAL

The RFP complies with all procurement statutes. JSL 10/20/2004

FINANCE

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|------------------------|---|
| Purchasing | Purchasing procedures were followed in issuance of RFP #18-05-LS, Implementation & Operation A small Business Incubator in Southeast Albuquerque, Juli Velasco 10/20/2004 |
| Contracts | A contract control number (CCN) will be issued after a contract has been awarded. Juli Velasco 10/20/2004 |
| Risk Management | The Contractor shall provide a certificate of insurance naming the County as an additional insured with the like kinds and amounts of insurance referenced in Section 18 of the Contract. David A. Baca, Risk Management Administrator 10/20/04 |